

Trustees of Lunenburg Public Library  
January 19, 2012

Attending: John Mara, Jeanne Raboin, Noelle Bodkin, Lisa Krowitz, Len Smetana, Dick Mailloux, Kathy Murray, Amy Sadkin

LPL Staff: Kate McCarron, Karen Kemp, Sherri Freeman, Pat Dupont

Public Comment:

Ms. Kemp: commented about dismissal of staff member and its impact on library and community.

Ms. Dupont: commented about library being short staffed during a very difficult day with kids/teens in library; pressured and stressed; 3 staff people for a very difficult situation.

Ms. McCarron: commented about activity level during the day above; she was on vacation, but knows about the stress of an overwhelming day. Should be a workable solution here; always feels supported in her job and asking for days-off; has felt privileged being part of a team. Feels communications in library aren't very good; respects Amy's position and wouldn't want her job; would like more say in day-to-day input.

Ms. Freeman: asked for permission to address board during the fourth item on the agenda. Dick passed on this as the Board doesn't really know what the agenda issue is. Ms. Freeman spoke about the part-time standings/issues of employment with Lunenburg Public Library; if delegation of authority is given to Town Manager, Kerry Speidel, how can Ms. Speidel be fair towards her issues, requests the Board not send authority to town manager.

Discussion by Trustees concerning the fourth agenda item and information about the staff issue. Mr. Mailloux moved to table agenda item #4, so moved.

1. Approval of minutes as amended: motion made by Ms. Murray to accept as amended. Seconded by LK. Approved unanimously.
2. Letter from LPL Staff: Mr. Mailloux distributed confidential letter from LPL Staff to Trustees chair (Mr. Mailloux; sent Jan. 5, 2012); Mr. Mailloux sent acknowledgement of receipt of letter to staff who signed; he had discussions with Director regarding the letter and issues. Not sure as a Board what the path is concerning these issues.

Board discussed possible options

- First option: To request a meeting between Trustees, undersigned and staff that didn't sign letter.
- Second option: To address third paragraph from confidential letter: should we bring in outside assistance to address key problems put forth by staff, conflict resolution, how to move forward with staff/director's action items.
- Third option: resolve a personnel action

Discussion as to whether a future meeting with a posted Executive session is necessary.

Motion made by Ms. Raboin and seconded by Mr. Mara to accept confidential letter from staff (not all of LPL staff signed) of 1/5/12 (received 1/12/12), with contents of said letter to be discussed at future time. Motion approved unanimously.

3. Director's Report: see report for more detailed information
  - a. Budget/Circulation: circulation continues to increase; computer usage up; computer usage – log-ins don't count number of catalog uses; doesn't include the public pc.
  - b. Staff update: 2 seniors participating in tax work-off program; posted 8hr/week job; AS attended MassLNC meetings and the CWMARS Executive Committee meeting; CWMars would like to wait until everything's in place and then give 1 month notice, perhaps June 1 or July 1. Ms. Dupont taking webinars on Evergreen cataloging.

Jan 16 staff meeting: budget, staff meetings, (see report); after school hours discussion, perhaps hiring an after-school teen consultant (Beth Galloway, library trainer and consultant; offers library behavior program) – Ms. Sadkin will get information and bring back to Trustees.
  - c. Facilities update: Jim hired part-time assistant; replacing library parking light bulbs. HVAC issues continue. Ms. Sadkin submitted quote to Capital Planning Committee for painting and small repairs of building exterior. 150 linear sq. feet (immediate entrance area) – \$15,000; whole building (power washing, wood surfaces, caulking, two coats; metal trim exterior paint) - \$45,000. Second quote will be in the second phase, Jim will handle this.
  - d. Technology update: lost Internet for a few hours last week.
  - e. Friends: Cultural Horizons program update given by Ms. Raboin.

4. Delegation of authority to Town Manager: Ms. Sadkin gave letter to Board concerning personnel action of Dec. 20, 2011 incident. Trustees can take action on the matter or delegate authority to Town Manager. If we don't delegate to Town Manager, then a meeting will need to be arranged to address personnel action. Discussion about which path to take: abdicate to Town Manager or handle the matter internally, or to handle internally then delegate to Town Manager.

Personnel action has been ongoing since Dec. 20, so it's imperative that if Board handles this internally, it must be accomplished in a timely manner. Passing it to Town Manager may be quicker than handling internally because of information she may have immediate access to.

Mr. Mara suggested Mr. Mailloux seek advice from Lunenburg Town Counsel regarding information Board can request, clarify rules/procedures regarding executive session, what are our obligations as Trustees.

Motion made by Mr. Mara and seconded by Mr. Mailloux to table agenda item 4 to a week from tonight for a meeting on Thursday, Jan. 27 at 6:45. Mr. Mailloux will post session and contact Town Counsel for Executive Session policies regarding personnel actions and who can attend an executive session. Motion passed unanimously.

5. Preliminary budget: Budget subcommittee met Tuesday, Jan. 17; prepared 3 budget scenarios. Ms. Sadkin reviewed these for Board; library materials can now be 16% of budget because of reaching 10,000 in town population. For override, calculated in 4 more staffing hours.

Ms. Sadkin also read the budget memorandum sent to Town Manager. Preliminary budget will be sent to Town Manager on Friday, Jan. 20, 2012.

Motion made by Mr. Mailloux and seconded Mr. Mara to accept the Trustee approved FY13 budget with the three budgets. Motion passed unanimously.

6. Subcommittee meetings: budget , yes (please see above notes), policy no.

Motion made by Mr. Mailloux to adjourn meeting at 8:55 pm.

Next meeting: Thursday, Feb. 16, 2007.

Respectfully submitted,

Jeanne Raboin  
Secretary, Trustees of Lunenburg Public Library